

Coaching Work Plan – Jamie Forshey, BASD



WORK WITH TEACHERS, PD

OBJECTIVE	ACTIVITIES (there may be more than one activity per objective)	TIMELINE	OUTCOME (S)	RESPONSIBLE PARTIES
Develop and facilitate technology/literacy based professional development (Differentiate for each level via one-to-one instruction, study groups, team meetings, afterschool workshops/PD sessions and inservice programs)	Discovery Education; Polyvision Whiteboards; SharePoint; Inspiration Software; Office 2007 * See Appendix A for specific details related to minimal expectations for all teachers.	Sept. – June	100% of the teachers will meet the minimal expectations listed in Appendix A.	Jamie; Diane H.
Foster collaboration among teachers	Teacher led trainings and presentations; Peer observations; Attendance at IU8 sponsored Collaboration Days and/or other relevant training and workshops	Sept. – June	Portfolio of trainings documenting success.	Jamie
Provide teachers with technology related resources	Create and distribute newsletters Send email containing resources	Sept. – June	"Talkin' Tech newsletters	Jamie

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WORK WITH SCHOOL LEADERS

OBJECTIVE	ACTIVITIES (there may be more than one activity per objective)	TIMELINE	OUTCOME (S)	RESPONSIBLE PARTIES
Foster communication among instructional coaches, building and district leaders	Weekly “Team” meetings and Leadership meetings; One-to-one meetings with superintendent, supervisor, building principals, technology coordinator	Sept. – June	Journal; Log; Notes; Periodic reviews with Dr. Otto and others	Jamie; Team
Develop current Internet/Web 2.0 policies and procedures	Revise the BASD Acceptable Use Policy to reflect present technology usage for revision by the Superintendent and Solicitor before it is School Board approved	ASAP	Revised Acceptable Use Policy	Team
Maintain a coaching log	Document daily/weekly activities including teachers worked with	Ongoing	Log	Jamie

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WORK WITH IU MENTOR

OBJECTIVE	ACTIVITIES (there may be more than one activity per objective)	TIMELINE	OUTCOME (S)	RESPONSIBLE PARTIES
Foster communication with PIIC Mentor	Attendance at “Workshop Wednesdays”; State-wide PIIC trainings; Weekly meetings Discussions via PIIC Ning	Sept. – June	Journal; Log; Notes from meetings	Jamie; Diane H.
Plan professional development sessions with PIIC mentor/BASD Literacy Coach	See activities listed in “Work with teachers/PD” section	Sept. – June	PD session notes and presentation materials; Portfolio; Journal; Log	Jamie; Diane H.
Foster communication with IU8 Technology Integration Mentor	Attendance at CFF meetings and/or CFF trainings as permitted by the BASD budget	Sept. – June	Journal; Log; Notes from meetings	Jamie; Brenda Calhoun

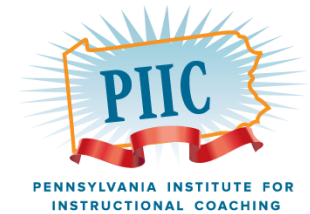
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DATA COLLECTION AND USE

OBJECTIVE	ACTIVITIES (there may be more than one activity per objective)	TIMELINE	OUTCOME (S)	RESPONSIBLE PARTIES
Assist teachers with the implementation of district-wide and/or building level assessment tools Assist teachers with the analysis of data collected via district-wide and/or building level assessment tools	NWEA	Sept. – June	Attendance at 8/24/09 Training In-service; Proctor assessment on 9/14,15,16/09 and Spring 2010	Jamie
	NWEA	Sept. – June	Attendance at 10/9/09 Stepping Stones With Data In-service; Journal; Log; Notes	Jamie

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PUBLICITY AND RECRUITMENT

OBJECTIVE	ACTIVITIES (there may be more than one activity per objective)	TIMELINE	OUTCOME (S)	RESPONSIBLE PARTIES
Inform parents and the community about CFF and Instructional Coaching initiative	Overview of CFF and blended initiative (Parent-Teacher Conferences – November 2009); Flip the Switch/Computer Fair event (Spring 2010); Newsletters	Sept. – June	Portfolio Items	Jamie

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RESOURCES AND OTHER MATERIALS

OBJECTIVE	ACTIVITIES (there may be more than one activity per objective)	TIMELINE	OUTCOME (S)	RESPONSIBLE PARTIES
Install projectors and interactive whiteboards	Polyvision Interactive Whiteboards	On-going		Technology Department
Purchase and/or Install additional software, as necessary	Inspiration; Adobe 9	On-going		Technology Department; Jamie
Locate resources to fund technology related trainings and workshops	Be cognizant of potential funding sources and communicate this information to the administrative team	On-going		All personnel
Communicate with staff to identify technology needs	Provide recommendations to the technology coordinator for budgetary purposes	On-going		Jamie

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PERSONAL PROFESSIONAL DEVELOPMENT

OBJECTIVE	ACTIVITIES (there may be more than one activity per objective)	TIMELINE	OUTCOME (S)	RESPONSIBLE PARTIES
Commit to continual learning	Enrollment in Wilkes University Instructional Coaching Letter of Endorsement Program and PLN Coursework; Participation in technology-related workshops, conferences and webinars	On-going	Portfolio; Journal; Log; Notes	Jamie